

**TOWN OF EAGLEVILLE  
SPECIAL EXCEPTION  
APPLICATION FORM**  
**Eagleville Board of Zoning Appeals**  
**Submit to the City Hall**  
**108 South Main Street, PO Box 68, Eagleville, TN 37060**  
**(615) 274-2922 • Fax (615) 274-2977**  
**citymanager@eaglevilletn.com**

**SECTION I**

Please return this completed form to City Hall with:

1. A concept plan/site plan
2. A copy of the deed to the property under consideration.
3. If applicant is not the owner, then he/she must submit a notarized designation as Attorney-in-Fact.
4. An application fee \$100.

Submitted By: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Map \_\_\_\_\_ Group \_\_\_\_\_ Parcel \_\_\_\_\_ Deed Book \_\_\_\_\_ Page \_\_\_\_\_

How is the subject property presently used? \_\_\_\_\_

What is the present zoning of the subject property? \_\_\_\_\_

What is the size of the subject property? \_\_\_\_\_

Explain in detail what you propose to do with property, i.e. a clear definition of the proposed use, the hours and days of operation, the number of employees (if any), the number of vehicles, types of vehicles, the number and size of buildings, whether or not there will be outdoor storage, and any other information you wish to supply to aide in expediting your request. Please be very specific about the activity you are proposing to do on this property so that there is a clear understanding by the Planning Commission. You may submit this description on another page.

---

---

---

---

---

---

A concept plan, drawn to scale, showing all existing and proposed buildings, septic system and field line areas, driveways, and any other pertinent information regarding the application should be submitted with this form.

Do you plan to have a sign? \_\_\_\_\_

If yes, how many? \_\_\_\_\_ What size(s)? \_\_\_\_\_

Will you employ anyone? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Will any employees come to this site? \_\_\_\_\_

Who provides water service to this property? \_\_\_\_\_

What fire department serves the property in question? \_\_\_\_\_

Where is the nearest fire hydrant in relation to this property? \_\_\_\_\_

Is the parking lot to be paved? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the Parking Lot have continuous curbing or individual wheel stops along the perimeter of the portion of the parking lot which abuts the street right-of-way? Yes \_\_\_\_\_ No \_\_\_\_\_

Please note: This is the first step in completing your Conditional Use Permit request. A site plan must be approved prior to obtaining any building permits. Under some circumstances, a professional site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued. By signing this application, you are acknowledging this requirement. We look forward to processing your application as soon as possible

Applicant's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Applicant Deferral/Withdrawal Policy:** If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Re-application following an applicant's request for deferral/withdrawal will require a new application fee.

Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

Submit to the Town of Eagleville City Hall

PO Box 68

108 South Main Street

Eagleville, TN 37060

Date: \_\_\_\_\_

## SECTION II

This form is to be completed by the Eagleville Codes Administrator prior to submission of any application to Eagleville City Hall. Contact City Manager.

An evaluation has been done by Town of Eagleville Codes Administration for compliance for the following proposed use:

Proposed Use: \_\_\_\_\_

Address: \_\_\_\_\_

☐ A Building Permit will be required upon approval

☐ This proposed use will NOT require a building permit

☐ A set of engineered plans will be required for plan review at least three (3) days prior to issuance of the building permit

☐ An inspection of the site upon completion will be required

☐ This proposed use will NOT require a site inspection

☐ The Rutherford County Development Tax shall be assessed upon arrival prior to issuance of the Building Permit

☐ This proposed use will NOT require payment of the Rutherford County Development Tax.

Additional Remarks: \_\_\_\_\_

NOTE: All public buildings shall be required to comply with the American Disabilities Act (ADA) for handicap accessibility.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

### SECTION III

**ACCESS AFFIDAVIT  
NOTIFYING APPLICANT OF INTENT TO ENTER PROPERTY  
Submit to Eagleville City Hall with Application  
108 South Main Street, Eagleville, TN 37060  
(615) 274-2922 fax (615) 274-2977**

I, \_\_\_\_\_, the applicant and requestor of this Zoning appeal process, hereby grant the employees of the Town of Eagleville Planning Commission and the Town of Eagleville Board of Zoning Appeals full access to the property under consideration for the purpose of conducting on site investigations, take the necessary photographs and videos, (applicant to) place a zoning sign, and conduct any other business necessary to complete the requested application and review of the same. I further understand that if the employees of the Eagleville Planning Commission and the Eagleville Board of Zoning Appeals are prevented from conducting the above investigations, taking the necessary photographs and video, placing a zoning sign, or conducting any other business necessary to complete the requested application and review that my request will be removed from the appropriate meeting agenda. I further understand that my application will not be placed back on to the appropriate meeting agenda until such time as the employees of the Town of Eagleville Planning Commission and the Eagleville Board of Zoning Appeals can enter the property and conduct the necessary on site investigations, take the necessary photographs and video, place a zoning sign, or conduct any other business necessary to complete my application and review of the same. I further agree to hold Town of Eagleville, the Town of Eagleville Planning Commission, and the Town of Eagleville Board of Zoning Appeals, their agents, employees, and members harmless for any damages caused to person or property connected in any way with their entry upon my property for the purposes set forth herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## CHECKLIST

Before we can accept your rezoning, conditional use permit, or variance application, please make sure you have all the items listed below:

\_\_\_ A completed application.

\_\_\_ A concept plan drawn to scale.

\_\_\_ A copy of the deed to the property.

\_\_\_ A Letter of Attorney-in-Fact if submitted by anyone other than current land owner.

\_\_\_ A form completed and signed by a Rutherford County Building Codes Official. Their hours are 8:00 a.m. until 4:30 p.m., Monday through Friday.

\_\_\_ A signed and notarized access affidavit. Notary services are available in our office at no charge.

\_\_\_ \$100 application fee.